



# Monterey Regional Waste Management District

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## Job Description

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| <b>Position:</b>   | <b>Director of Engineering &amp; Compliance/District Engineer</b> | <b>Position Status:</b> | <b>Full Time</b>   |
| <b>Department:</b> | <b>Engineering</b>  | <b>FLSA Status:</b>     | <b>Exempt</b>      |
| <b>Reports To:</b> | <b>General Manager</b>  | <b>Revised:</b>         | <b>August 2016</b> |

### DEFINITION

Under general direction from the General Manager, plans, directs, organizes, integrates, manages and provides oversight of services of the Engineering & Compliance functions of the District; serves as the District Engineer and Compliance Officer; serves as General Manager in the absence of the General Manager; provides oversight and project management of capital improvement projects, contractor and contract services; directs and manages the development of short and long-term goals and objectives consistent with the Strategic Plan and annual business plan and ensures their effective execution; provides direction and supervision of Engineering staff; ensures all assigned operations and functions serve the needs of the District, while complying with applicable laws and regulations; provides highly responsible and complex administrative support to the General Manager; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This position is responsible for managing and integrating a wide variety of functions, programs and staff engaged in managing the broad, comprehensive engineering and compliance services and activities for the District. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving the District's mission. Positions at this class level serve as a member of the District's senior leadership team and provide advice and counsel to the General Manager regarding strategic policy and problem solving issues relating to the assigned Departments and the District overall. A person appointed to the Director of Engineering & Compliance/District Engineer classification is an "at-will" employee.

### ESSENTIAL FUNCTIONS

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Performs a variety of professional engineering tasks in the planning, design development and construction of District Facilities and evaluates the effectiveness of District programs, procedures and services relating to maintenance and operations including: planning, design, landfill and site development and maintenance, construction and building renovation needs, operations of landfill gas monitoring and collection systems, leachate collection/extraction/treatment systems and groundwater monitoring wells, and traffic flow and control.
- Oversees and is responsible for planning and execution of all engineering & compliance, and safety programs.
- Plans, organizes and implements the District's capital improvement projects; develops revenue forecasts and monitors expenditures; reviews and evaluates work methods and procedures to ensure budget adoption prior to July 1 of each year.
- Responsible for permitting of all District services and functions; administers regulatory compliance programs, including environmental and construction permit requirements.
- Performs and reviews engineering calculations, prepares cost estimates and manages budgets for contract construction projects.

- Assist in preparation of long-term capital overlay plan for capital equipment, machinery and facilities as part of the annual budget preparation process.
- Plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; collaborate with HR Manager to takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions where applicable.
- Prepares Requests for Proposal (RFPs) for equipment and services as directed; represents the District in negotiations with vendors and service contractors.
- Provides oversight and lead direction of all capital improvement projects.
- Prepares and present project status reports to the Board of Directors, management staff, other District staff, outside agencies and the public.
- Oversees proper compliance with specifications on the use and development of disposal site; ensures proper operations compliance with health and safety codes;
- Provides advice and consultation on long range operations planning and facility development;
- Perform related duties and responsibilities as assigned by the General Manager.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

#### **SUPERVISORY RESPONSIBILITIES**

The incumbent in this position provides direct supervision to three (3) to five (5) employees and has oversight of two (2) District departments.

#### **DUTIES AND RESPONSIBILITIES**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Provides staff assistance to the General Manager and Board of Directors; prepares and present staff reports and other necessary correspondence.
- With assigned managers, develops, implements and monitors short and long-term plans, goals and objectives focused on achieving the District's mission and Board priorities; directs the development of assigned department operating and capital improvement budgets; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, and procedures to achieve District goals, objectives and work standards within assigned areas of accountability.
- Participates in the review and revision of the District's rates structure and charges; recommends strategies and approaches for evaluating rate change alternatives; recommends proposed rates.
- Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
- Participates in regional, state, national and other professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.
- Administers consultant and professional service contracts.

- Evaluates and recommends improvements to processes and procedures to insure regulatory audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy, and compliance with appropriate laws, ordinances, and regulations.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Civil engineering principles and practices as applied to the field of solid and hazardous waste management, including the planning, development, design, maintenance, construction, and operation of solid waste management landfill, and related waste processing and public works facilities.
- Permitting requirements and processes for solid waste processing and landfill operations.
- Methods of preparing and administering designs, plans, specifications, estimates, and recommendations related to solid waste management, landfill construction and related public works facilities including recycling, waste processing and biogas management.
- Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill and processing facilities and related operations.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related solid waste processing and public works systems.
- Budget development and expenditure control.
- Principles of management, supervision, training, and employee evaluation.
- Research and evaluation methodologies.
- Project Management.
- Sound customer service practices and procedures.
- Safety laws, programs, and requirements related to District operations.
- California Environmental Quality Act (CEQA).

#### **Skills:**

- Microsoft Office Suite including: Word, Excel, Outlook, PowerPoint, Project, Access.
- Modern office procedures, methods, and equipment including filing and recordkeeping.
- Proper use of the English language, including grammar, spelling, and punctuation.
- Familiarity of function and analytical design of common civil engineering software.
- Familiarity with basic finance and accounting principles and practices.

#### **Ability to:**

- Lead or take substantive part in management discussions with staff and/or outside agencies in the development of programs, procedures, or policy.
- Supervise subordinates in a qualitative and quantitative manner including: hiring, training, evaluation, managing conflicts and team building.
- Comprehend and carry out oral and written directives.
- Interpret and apply District policies.
- Direct District permitting and operations compliance functions with regulatory agencies.
- Provide advice and consultation on engineering problems and requirements.
- Prepare comprehensive technical reports.
- Apply civil engineering principles to a variety of construction, maintenance, operations, and facility improvement problems.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Communicate effectively in writing and during public presentations.
- Manage multiple priorities.

- Promote safe work practices and culture
- Be a good steward of District property and resources
- Plan, organize, manage, and supervise District maintenance and operations functions.
- Provide supervision, training, and work evaluations for assigned staff.
- Inspect and evaluate District construction, maintenance, and installation activities.
- Prepare cost estimates, establish budgets, and control expenditures.
- Direct/Complete a variety of reports.
- Develop recommendations for improving District operations and programs.
- Effectively represent District policies, programs, and services with employees, the public, and representatives of other agencies.
- Establish and maintain cooperative working relationships.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships including ability to interact tactfully and courteously with others.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Ten to fifteen (10-15) years of varied and responsible professional engineering work experience in the development, design, maintenance, operation and construction of public works and/or solid waste management and landfill and processing facilities, including some experience in working with compliance and regulatory agencies in addition to possessing a Bachelor's degree in engineering. Master's degree preferred.

#### **REQUIRED LICENSES OR CERTIFICATES:**

- Possession of a current California Driver's License issued by the State Department of Motor Vehicles. Compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.
- Possession of valid and current registration as a Professional Engineer (Civil or Environmental preferred) issued by the California Board of Registration for Professional Engineers and Land Surveyors required.
- Certificate of Manager of Landfill Operations (MOLO) issued by the Solid Waste Association of North America (SWANA) is desired.

**PHYSICAL AND SENSORY REQUIREMENTS** - The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** - While performing the duties of this class, employees are regularly required to sit for extended periods of time to attend meetings and perform desk work; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk around District grounds (uneven surfaces) and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; use of office equipment including computers, telephones, calculators, copiers, and fax machines. May be required to attend meetings after normal business hours. This position requires field work and interacts with the public.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

**Special Demands** - Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public. Work environment may regularly expose the incumbent to such conditions as: regular exposure to noise, dust and unpleasant odors; some exposure to fumes, grease, diesel exhaust, oil and hazardous materials; often works around moving vehicles and equipment; constant contact with staff and the public.

**Work Environment** – Typical office environment on a regular basis and exposure to outdoor conditions as described above.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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Employee Signature

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Date

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Employee Name – Please Print